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Spring 2021

## ENG 352-104: Technical Writing

John Egan

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**Course Syllabus**  
**Technical Writing ENG 352.104 Spring 2021**

NJ Institute of Technology  
ENG 352.104  
Thursday 6:00 – 8:50 PM\*  
Office Phone: (973) 596-6305

Prof. John Egan  
Office: Cullimore 309  
Delivery: Converged Synchronous online\*\*  
Email: [jegan@njit.edu](mailto:jegan@njit.edu)

By Webex in my personal room. Please email for an appointment so that there isn't more than one student at the same time if you want to discuss your issue one on one.

Monday 10:30-11:30      Tuesday 10:30-11:30  
Thursday 4:00-5:00      Friday 11:00-12:00

And by appointment; email to set up an appointment

\* Our class is converged synchronous online. This means classes are held every Thursday night from 6:00 to 8:50 and if you are not scheduled to be in the classroom, you are expected to attend online during that time.

\*\* We will use NJIT webex. You will be sent meeting information. Meetings will be scheduled weekly so once you are in the NJIT system, you should be able to log in with a minimum of steps.

Prerequisite: completion of HUM 102 with a C or better.

Assignment and homework due dates will be assigned with the assignment.

Required Textbook: The Essentials of Technical Communication, 4th Edition by Tebeaux, Elizabeth and Sam Dragg. Oxford University Press ISBN: 9780190856144.

You will need this book to do well in the class. You can buy the book or the electronic e-book, or rent it. We will use it for discussion and for exercises.

Note: the 3<sup>rd</sup> edition has much the same content but different page numbers. Editions 1 and 2 are so different you can't use them.

**Course Outline:**

Technical Writing is an advanced writing course which combines current theory with actual practice to prepare students for professional writing. Students analyze complex communication situations and design appropriate responses through tasks that involve problem solving, rhetorical theory, document design, oral presentations, writing teams, audience awareness, and ethical considerations, so that their professional communication is clear and concise, with appropriate level of reader awareness.

As a professional writing course, the course will place strong emphasis on improvements in grammar, appropriate word choice and vocabulary. Progress is factored into your final grade.

**Student Learning Outcomes:**

By the end of the course, you will be able to recognize and incorporate the elements of good writing and document design, able to write appropriately for various audiences, and have the elements of professional style in your writing.

You will be able to write in the correct formats a job application, professional memos and emails, short reports on various topics, compare ethics at NJIT and other universities, a proposal to improve NJIT (this one will be modified because of limited campus access), or a long report, concise summaries that are not merely condensations.

### **Course Requirements**

There will be some writing weekly, both some short in-class assignments, and some homework. You can start many homework assignments in class. You will also give at least 2 presentations, usually 5-7 minutes. There will also be some short grammar lessons, as needed. The big assignment is a proposal or a report, 7-9 pages minimum, not including the cover sheet, the table of contents or the works cited section/page.

You may rewrite assignments that receive a letter grade once to improve the grade, provided the rewrite is handed in within a reasonable time, usually a week after receiving the corrected first draft.

### **Your Evaluation:**

You will receive a letter grade for this class based on

- Participation. This means not only attendance during class but also the class activities such as taking part in chat or discussions or the forums. 10%
- In-class analysis and in-class writing assignments. 20%
- Improvement in word choice and grammar, and addressing your writing issues, as noted in homework and in-class assignments 15%
- Homework assignments. 40%
- Presentations. 10%
- Improvement in professional writing including top errors that make a writer appear not professional. 5%

The scale for converting the number grades in Canvas is based on the standards given by Canvas, but will be modified by factors not in Canvas such as participation and progress in language.

Your instructor will keep a separate grade sheet for activities that may not get a grade in Canvas, for example short discussions in chat or discussion or in-class writings.

### **Academic Integrity**

Academic Integrity is the cornerstone of higher education and is central to the ideals of this course and the university. Cheating is strictly prohibited and devalues the degree that you are working on. As a member of the NJIT community, it is your responsibility to protect your educational investment by knowing and following the academic code of integrity policy that is found at:

<http://www5.njit.edu/policies/sites/policies/files/academic-integrity-code.pdf>.

Please note that it is my professional obligation and responsibility to report any academic misconduct to the Dean of Students Office. Any student found in violation of the code by cheating, plagiarizing or using any online software inappropriately will result in disciplinary action. This may include a failing grade of F, and/or suspension or dismissal from the university. If you have any questions about the code of Academic Integrity, please contact the Dean of Students Office at [dos@njit.edu](mailto:dos@njit.edu)

Students and the professor will be expected to follow the NJIT Academic Integrity Code. As for written work and for any quizzes or tests, papers copied from another source without proper documentation, or using unauthorized help, may fail the assignment, and for a major project such as a proposal, failing the course and being sent to a dean who will decide the case. Failing a class for cheating may result in an FX grade which can only be removed by completing an ethics workshop. For more information see the NJIT Academic Integrity Code.  
<[www.njit.edu/academics/integrity.php](http://www.njit.edu/academics/integrity.php)>

### Methods of Instruction

The class will use in-class writing tasks, lectures, group and individual review and revision.

### Schedule

ENG 352.104 Technical Writing Spring 2021

Thursdays 6:00 – 8:50 Converged Schedule subject to change

All page numbers are from our book *The Essentials of Technical Communication*, unless otherwise noted.

We will end classes early but I will stay online, first 10 minutes for general questions, last 10 for “one to one” questions/private chat, professor to answer via chat or email next day. I may also schedule one to one conferences during the last half hour or so to talk about your work or to answer your questions. Not all students can fit in during this time so you only have to attend during your slot; you should use your free time to work for ENG 352. More details on the first night. Conference rules: turn on your camera during your conference.

Week    Date    Assignments, Tasks, Projects.

- 1        1/21    Introductions. Introduce yourself. Format will be sent to you.  
Writing sample. Discuss resumes, cover letters, follow up letter assignment.  
Outcome: to know the formats of a resume, and the basics of what to include. Also, when are cover letters more important than resumes? Vice versa? Two types of resumes P 320-323. Format, P 323-324. Power words, P 313.  
P 314, why focus the objective? P 312-316, discuss letters in class. To know: the difference between a *profile* and an *objective*. In class: P 331, # 1 # 2, #3 #4.
- Homework 1 for next week: read Ch 1 and 2, be prepared to discuss them and to start the exercises at the end of the chapters.
  - Homework 2: Write a standard resume, cover letter, follow up letter, requirements to be posted.

**Due** by class on Wednesday 1/28:

Completion of or a good start on your resume and your cover letter/  
application letter for peer review and possible use in the **Career Fair**  
Friday February 19, 11:30-3:30, virtual via **Handshake** app. See the NJIT HR  
page for more information.

- 2        1/28    A. Discuss resumes

B. Review punctuation rules. See appendix in back of text book; come with questions.

C. Discuss Ch 1 and 2, Especially P 7 and 8

In class/homework: P 13 # 1, #2 as homework, begin in class

Objective: think about the types of writing you have to do

CH 2. Writing for your Readers. Read, discuss P 20 Case 2-1 and P 23, 2-2, P 26 Revising. P 29-30, Exercises # 3 and #4

Objective: Think about what your readers expect in professional writing.

Homework: read, be prepared to discuss Ch 8.

- 3      2/4      **Due: full job application, cover letter, resume, follow up letter**  
Review of 2<sup>nd</sup> draft of Resumes  
In-class activity: What makes a good report? Ch 8 and handouts.  
Short report on interest rates, connection with geometric, exponential, if any, financial literacy and other topics.  
► For week 2/10 Read Ch 6, Designing Illustrations.

- 4      2/11      Handout, graphs and charts. Discuss Ch 6.  
Objective: to be able choose and make a graph or chart  
Discuss chapter. P 128-129 Discuss infographics.  
In-class/Homework P 133-146, Ex 2, 3, 4. These can be done in groups.  
Short conferences.

► *Advance preparation: Topics for Presentation 1 and requirements given.*

*Topic: A project at work or school* **Due Date: 2/25**

**Assignment: Due 2/17** Either: design informative brochure or infographic.

Requirements given in class and will be posted.

► For next week: Read the Chapter on Ethics

- 5      2/18      Ethics  
Outcome: to reinforce the seriousness of integrity in the workplace and NJIT  
Discuss ethics, acceptable summarizing and paraphrasing, ethical situations.  
► Activity: Start during class, finish as homework on NJIT's code of academic integrity compared to other universities. Assignment will be given shortly before class.  
Also, do one of three, P 47, Exercise 1 or 2, or 3.

**DUE:**      ► Presentations Next Week!

- 6      2/25      PRESENTATIONS.  
Objective: to make a good presentation. This includes content and delivery: good voice, stand straight, look at the audience and present, not read.

► After Presentations: Go over specifications for the Proposal/Report assignment and their due dates.

This is the single most important assignment for the class. We'll do this in modules, so

that you will know if you are on the right track. Due dates and specs are on Canvas.

Objective: to know the format of a proposal or a formal report

Homework for 3/4 Read, be prepared to discuss Ch 7 Emails, Tone

- 7 3/4 Style and Tone. Do the assignments above.  
P 139 Discuss the 6 Cs P 140 Discuss tone  
P 144 Review of principles and 10 questions.  
Look at cases P 145-153, 7-1 - 7-6  
P 147 Letter requesting information P 150 unfavorable letter P 151 claim letter  
► In-class homework Ex P 155-156 #1 or #2.
- 8 3/11 MIDTERM: an in-class writing, with some vocabulary, grammar and tone sections.  
60-90 minutes  
AFTER midterm activities: to be announced.  
► Homework for 3/10: read Ch 10, Instructions  
► Assignment for 3/25: read Ch 5, Designing Documents  
Conferences

SPRING BREAK MARCH 13 TO MARCH 20

DAYLIGHT SAVINGS BEGINS MARCH 13. SPRING BEGINS MARCH 20

- 9 3/25 Discuss Ch 5. P 100, Ex 1, 2, 3. Summaries, abstracts.4  
Objective: work on good clear writing.  
In-class assignment: Very short oral and written reports  
Target articles posted or as handouts  
► Homework: Style, Ch 4
- 10 4/1 Discuss/review Ch 4 Readable Style, 5, Designing Documents,  
Ch 8 Technical Reports. P 136, ex 2, 4.  
Handouts/posted: read, watch, write short reports on articles or videos, discuss  
which are good and why.  
In class/Homework: P 220 # 1, #2  
► Go over requirements for Presentation 2, on your proposal.
- 11 4/8 Summaries. Early Presentations on your proposals.  
Conferences.
- 12 4/15 PRESENTATIONS on your proposal  
LAST DAY: Written form of Proposals or Reports Due! You may not get  
feedback if you submit a first draft now. Work for 352.
- 13 4/22 Catch up. Sum up: what makes good professional writing. Work for 352. Other  
activities to be announced.

14 4/29 FINAL EXAM! 60 – 90 minutes of writing on a topic, grammar, tone, audience awareness vocabulary too.

Last Day to hand in APPROVED ONLY Late Work!

OUR LAST DAY! NO exam for us during EXAM period

Good Luck with finals!